

## REPORTING REQUIREMENTS CHECKLIST

1. PROGRAM/PROJECT TITLE	2. IDENTIFICATION NUMBER  <b>DE-RP52-06NA27251</b>												
3. PARTICIPANT NAME AND ADDRESS													
4. PLANNING AND REPORTING REQUIREMENTS													
<p><b>A. General Management</b></p> <p><input type="checkbox"/> Management Plan (requires COR approval)</p> <p><input checked="" type="checkbox"/> Status Report <span style="float: right;">M</span></p> <p><input checked="" type="checkbox"/> Summary Report <span style="float: right;">S</span></p> <p><b>B. Schedule/Labor/Cost</b></p> <p>Milestone Schedule/Plan Labor Plan (<b>DOE Form 1332.4</b>)</p> <p><input type="checkbox"/> Facilities Capital Cost of Money Factors Comp.</p> <p><input type="checkbox"/> Contract Facilities Capital and Cost of Money Cost Plan (<b>DOE Form 1332.7</b>)</p> <p>Milestone Schedule/Status Labor Management Report (<b>DOE Form 1332.8</b>) <span style="float: right;">M</span></p> <p>Cost Management Report (<b>DOE Form 1332.9</b>)</p> <p><b>C. Exception Reports</b></p> <p><input type="checkbox"/> Conference Record</p> <p><input type="checkbox"/> Hot Line Report</p> <p><b>D. Performance Measurement</b></p> <p><input type="checkbox"/> Management Control System Description</p> <p><input type="checkbox"/> WBS Dictionary</p> <p><input type="checkbox"/> Index</p> <p><input type="checkbox"/> Element Definition</p> <p><input type="checkbox"/> Cost Performance Reports</p> <p><input type="checkbox"/> Format 1 - WBS</p> <p><input type="checkbox"/> Format 2 - Function</p> <p><input type="checkbox"/> Format 3 - Baseline</p>	<p><b>E. Financial Incentives</b></p> <p><input type="checkbox"/> Statement of Income and Expenses</p> <p><input type="checkbox"/> Balance Sheet</p> <p><input type="checkbox"/> Cash Flow Statement</p> <p><input type="checkbox"/> Statement of Changes in Financial Position</p> <p><input type="checkbox"/> Loan Drawdown Report</p> <p><input type="checkbox"/> Operating Budget</p> <p><input type="checkbox"/> Supplementary Information</p> <p><b>F. Technical</b></p> <p><input type="checkbox"/> Notice of Energy R&amp;D Project (Required with any of the following)</p> <p><input type="checkbox"/> Technical Progress Report (Annual Accomplishment Report)</p> <p><input type="checkbox"/> Draft for Review</p> <p><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Topical Report</p> <p><input type="checkbox"/> Final Technical Report</p> <p><input type="checkbox"/> Draft for Review</p> <p><input type="checkbox"/> Final for Approval</p> <p><input type="checkbox"/> Software</p> <p>Other (Specify):</p> <p><b>G. Environment, Safety &amp; Health</b></p> <p><input type="checkbox"/> (Specify)</p>												
5. FREQUENCY CODES													
<table style="width: 100%;"> <tr> <td>A - As Required</td> <td>BM — Bi-Monthly</td> <td>S - Semi-Annually</td> </tr> <tr> <td>C - Change to Contractual Agreement</td> <td>M - Monthly</td> <td>X - With Significant Changes</td> </tr> <tr> <td>F - Final (end of effort)</td> <td>O - Once After Award</td> <td>Y - Yearly or Upon Renewal/Revision of Task Assignment</td> </tr> <tr> <td>D — Daily</td> <td>Q - Quarterly</td> <td></td> </tr> </table>		A - As Required	BM — Bi-Monthly	S - Semi-Annually	C - Change to Contractual Agreement	M - Monthly	X - With Significant Changes	F - Final (end of effort)	O - Once After Award	Y - Yearly or Upon Renewal/Revision of Task Assignment	D — Daily	Q - Quarterly	
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6. SPECIAL INSTRUCTIONS (ATTACHMENTS)													
<p><input checked="" type="checkbox"/> Report Distribution List/Addresses</p> <p><input type="checkbox"/> Reporting Elements</p> <p>Due Dates within</p>	<p><input type="checkbox"/> Analysis Thresholds</p> <p><input type="checkbox"/> Work Breakdown Structure</p> <p><input type="checkbox"/> Other</p>												
7. PREPARED BY	8. REVIEWED BY												
<p>(Signature) <span style="float: right;">(Date)</span></p>	<p>(Signature) <span style="float: right;">(Date)</span></p>												

## REPORT DISTRIBUTION LIST

### LIST OF ADDRESSEES

#### ALL REPORTS:

- A. Agustin Archuleta  
NNSA Service Center, Bldg. 388  
P.O. Box 5400  
Albuquerque, NM 87185-5400  
Tel.: 505-845-6249  
Fax: 505-284-2505  
e-mail: [dkeeling@doeal.gov](mailto:dkeeling@doeal.gov)
- B. Milton west  
NNSA Service Center, Bldg. 385  
P.O. Box 5400  
Albuquerque, NM 87185-5400  
Tel.: 505-845-4452  
Fax: 505-284-7191  
e-mail: [mwest@doeal.gov](mailto:mwest@doeal.gov)

#### STATUS REPORTS ONLY:

- A.
- B.

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### REPORTING REQUIREMENTS CHECKLIST

#### PURPOSE

The checklist identifies and communicates additional reporting requirements, which are not otherwise set forth in a DOE contractual agreement. It will be included as part of the contractual agreements. The checklist will be completed for each contract or financial incentives agreement. If necessary, special instructions may be appended to

#### INSTRUCTIONS

- Item 1. Enter the title of the project as indicated in the procurement request, contract, interagency agreement, initiating memorandum, or official award, as appropriate.
- Item 2. Enter the identification number of the procurement request, contract award, or financial incentives agreement, as appropriate.
- Item 3. Enter the name and address of the participant.
- Item 4. Check spaces to indicate plans and reports selected. For each reporting requirement selected, indicate the frequency of delivery using one of the frequency codes from Item 5. The addressees to whom reports will be sent and the total number of copies required will be referenced in an attached coded distribution list.

Note: Frequency codes represent specific reporting frequencies for each selected report. The frequencies are recommended in the solicitation and negotiated prior to award. The number of copies required and the addressees are similarly finalized prior to award.

- Item 5. This item lists the possible frequency codes to be applied in the selection of reporting requirements.
- Item 6. Attach special instructions as necessary. Check the appropriate box (es).
- Item 7. Signature of person preparing checklist and the date prepared.
- Item 8. Signature of person reviewing the checklist and date reviewed.